



DEPARTMENT OF THE ARMY  
U.S. Army Corps of Engineers  
WASHINGTON, D.C. 20314-1000

REPLY TO  
ATTENTION OF:  
CEPR-Z (715)

7 February 2005

MEMORANDUM FOR COMMANDERS, ALL USACE COMMANDS

SUBJECT: PARC Instruction Letter (PIL) 2005-05, Policy and Guidance for Senior Rater Potential Evaluation (SRPE)

1. Reference:

- a. SFAE-CM Memorandum, dated 24 Nov 2004, SAB (Encl 1).
- b. SFAE-CM Memorandum, dated 27 Jan 2005, Temporary Suspension of the SRPE (Encl 2).

2. The reference 1. (a) memorandum announces the implementation for the SRPE. I recommend that you become familiar with the rating system. The comprehensive information is available at the Acquisition Support Center website: <http://asc.army.mil/info/policies/default.cfm#srpe>

Senior Rater Potential Evaluation (SRPE) Forms

(111 KB)	<a href="#"><u>Implementation Guidance Memo</u></a>
(63 KB)	<a href="#"><u>Policy and Guidance</u></a>
(45 KB)	<a href="#"><u>Comments Guide</u></a>
(11.4 MB)	<a href="#"><u>User Manual</u></a>
(50 KB)	<a href="#"><u>SRPE AAC Form 1</u></a>
(96 KB)	<a href="#"><u>Senior Rater Instructions</u></a>
(87 KB)	<a href="#"><u>Supervisor Instructions</u></a>

3. The reference 1. (b) memorandum announces a temporary suspension of the SRPE, consequently the implementation of SRPE will be delayed. We do not know how long the suspension will last at this time.

4. My point of contact for this action is Song H. Zobrist, CEPR-Z, (202) 761-8644, email: [song.h.zobrist@usace.army.mil](mailto:song.h.zobrist@usace.army.mil).

FOR THE COMMANDER:

2 Encls

BUNNATINE H. GREENHOUSE  
Principal Assistant Responsible  
for Contracting

CF: Directors/Chiefs of Contracting, All USACE Commands



**DEPARTMENT OF THE ARMY**  
**OFFICE OF THE ASSISTANT SECRETARY OF THE ARMY**  
**ACQUISITION LOGISTICS AND TECHNOLOGY**  
**103 ARMY PENTAGON**  
**WASHINGTON DC 20310-0103**

24 NOV 2004

SFAE-CM

**MEMORANDUM FOR SEE DISTRIBUTION**

**SUBJECT: Implementation Guidance for the Revised Senior Rater Potential Evaluation (SRPE)**

A memorandum in July of 2003 announced the approval of the revised civilian SRPE form, provided draft guidance, and advised that implementation would take place pending completion of the automation process and statutory contractual labor relations obligations. A later decision delayed implementation until this year in order to conduct a pilot test with field representatives. This memorandum announces the first SRPE cycle and the following changes to the initial guidance based on field feedback from the pilot test.

a. In response to concerns that the SRPE requirement will place an undue burden on managers by having it coincide with the Acquisition Workforce Personnel Demonstration Project performance rating period and the fiscal year end budgetary responsibilities of organizations, the annual SRPE rating cycle will now be on a calendar year basis.

b. Second, to ease the transition to the new SRPE, it is being phased in by grade starting with workforce members in the grade of GS-13/equivalent demonstration project broadband. The period rated is January 1, 2004 through December 31, 2004, with a suspense date of January 31, 2005. Workforce members in the grade of GS-14/equivalent broadband will be phased in the rating period ending December 31, 2005, followed by GS-15s/equivalent broadband for the rating period ending December 31, 2006.

c. Third, the original form used the same competencies as are found on the Officer Evaluation Form (OER). In response to concerns that this might cause confusion, they have been changed to comparable Office of Personnel Management Executive Core Qualifications and associated competencies that are more readily recognized and used by the civilian workforce.

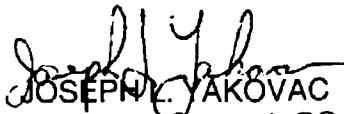
*Endorse!*

As was learned when the Army implemented a similar senior rater process for officers, it is time consuming, forces raters to make difficult decisions, and involves a significant learning curve for all. With this in mind, Acquisition Career Managers have been trained and are available to assist you with the software. Additionally, a SRPE User's Manual, a SRPE Policy document, and a Senior Rater Comments Guide are available on the Acquisition Support Center (ASC) website at <http://asc.army.mil/info/policies/default.cfm>.

The SRPE is an important document for civilians. It not only provides a means for civilians to better understand their leadership strengths and weaknesses for developmental purposes, but it also allows them to demonstrate their leadership potential when competing on selection boards. In the past SRPEs have not received the same level of management attention as is routinely placed on the senior rater section of the OER. Henceforth, I expect management to place as much importance on completion of the SRPE as is devoted to military senior ratings. I am asking for your personal involvement to ensure quality documents are rendered in a timely manner. I have asked the ASC to provide compliance metrics by organization and command at the end of each rating cycle for review by the Army Acquisition Executive and myself.

Please advise labor unions of this delay in implementing the SRPE and ensure all your labor relation obligations have been met.

My point of contact is Patricia Hopson, commercial (703) 805-1239, DSN 655-1239, or e-mail: [patricia.hopson1@us.army.mil](mailto:patricia.hopson1@us.army.mil).

  
JOSEPH M. YAKOVAC  
Lieutenant General, GS  
Director  
Acquisition Career Management

DISTRIBUTION:

COMMANDERS:

U.S. SPECIAL OPERATIONS COMMAND, 7701 TAMPA POINT BOULEVARD,  
MCDILL, FL 33621  
U.S. ARMY MATERIEL COMMAND, 9301 CHAPEK ROAD, FORT BELVOIR,  
VA 22060

DISTRIBUTION: (CONT)

U.S. ARMY MATERIEL COMMAND, 9301 CHAPEK ROAD, FORT BELVOIR,  
VA 22060

U.S. ARMY SPACE AND MISSILE DEFENSE COMMAND, 1941 JEFFERSON  
DAVIS HIGHWAY, ARLINGTON, VA 22202

U.S. ARMY TEST AND EVALUATION COMMAND, 4501 FORD AVENUE,  
ALEXANDRIA, VA 22302

U.S. ARMY CORPS OF ENGINEERS, 441 G STREET, N.W., WASHINGTON,  
D.C. 20314

U.S. ARMY HUMAN RESOURCES COMMAND, 200 STOVALL STREET,  
ALEXANDRIA, VA 22332

JOINT PROGRAM EXECUTIVE OFFICER, CHEMICAL AND BIOLOGICAL  
DEFENSE, 5203 LEESBURG PIKE, FALLS CHURCH, VA 22041

PROGRAM EXECUTIVE OFFICERS:

AVIATION, BUILDING 5681, REDSTONE ARSENAL, AL 35898

GROUND COMBAT SYSTEMS, BUILDING 171, PICATINNY ARSENAL,  
NJ 07806

AIR, SPACE, AND MISSILE DEFENSE, 215 WYNN DRIVE, HUNTSVILLE,  
AL 35805

COMMAND, CONTROL AND COMMUNICATIONS (TACTICAL), MYER  
CENTER, FORT MONMOUTH, NJ 07703

COMBAT SUPPORT AND COMBAT SERVICE SUPPORT, 6501 E. 11 MILE  
ROAD, WARREN, MI 48397

SIMULATION, TRAINING, AND INSTRUMENTATION, 12350 RESEARCH  
PARKWAY, ORLANDO, FL 32826

TACTICAL MISSILES, BUILDING 5250, REDSTONE ARSENAL, AL 35898

AMMUNITION, BUILDING 171, PICATINNY ARSENAL, NJ 07806

SOLDIER, 5071 PUTMAN ROAD, FORT BELVOIR, VA 22060

INTELLIGENCE, ELECTRONIC WARFARE AND SENSORS, PEARL HARBOR  
ROAD, MYER CENTER, FORT MONMOUTH, NJ 07703

ENTERPRISE INFORMATION SYSTEMS, 9350 HALL ROAD, FORT BELVOIR,  
VA 22060

PROGRAM MANAGER, CHEMICAL DEMILITARIZATION, BUILDING E4585,  
ABERDEEN PROVING GROUND, MD 21010



DEPARTMENT OF THE ARMY  
OFFICE OF THE ASSISTANT SECRETARY OF THE ARMY  
ACQUISITION LOGISTICS AND TECHNOLOGY  
103 ARMY PENTAGON  
WASHINGTON DC 20310-0103

JAN 27 2005

SFAE-CM

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Temporary Suspension of the Senior Rater Potential Evaluation (SRPE)

The Director of Acquisition Career Management (DACM) signed a memorandum on November 24, 2004, that directed the implementation of the newly revised and automated SRPE for GS-13/equivalent broadband civilian employees for calendar year 2004. To ease the transition to the new SRPE, GS-14s and GS-15s/equivalent broadbands were to be implemented over the next two years.

As a result of concerns expressed by the field on the population covered, the DACM has decided to temporarily suspend the requirement so that further review may be conducted. The suspension applies only to the blanket requirement for SRPEs addressed in the DACM's memorandum. The SRPE will continue to be a required document for project/product boards, Competitive Development Group boards, and Acquisition Education, Training, and Experience boards.

The suspension is not meant to imply that leadership development is not a critical element of career development nor to discontinue required performance counseling. The DACM fully recognizes the importance of identifying and honing leadership competencies for civilians to ensure a cadre of high-potential candidates to fill our critical and key leadership positions. This identification is done via the already required performance consulting. The SRPE was a tool to document the individual's potential. Additionally, it does not imply the elimination of the SRPE as an important tool for identifying leadership skills both for career development and selection purposes. It will continue to be used in the future; therefore, supervisors and senior raters need to ensure they review and understand the policy and instructions.

Further guidance will be provided on the status of the SRPE. My point of contact is Patricia Hopson, (703) 805-1239, DSN 655-1239, or e-mail: patricia.hopson1@us.army.mil.

GENARO J. DELLAROCCO  
Colonel, QM  
Deputy Director

DISTRIBUTION:

DEPUTY UNDER SECRETARY OF THE ARMY (OPERATIONS RESEARCH)  
ASSISTANT SECRETARY OF THE ARMY (FINANCIAL MANAGEMENT AND  
COMPTROLLER  
ASSISTANT SECRETARY OF THE ARMY (INSTALLATIONS AND ENVIRONMENT)  
ASSISTANT SECRETARY OF THE ARMY (ACQUISITION, LOGISTICS, AND  
TECHNOLOGY)  
DEPUTY CHIEF OF STAFF, G-1  
DEPUTY CHIEF OF STAFF, G-4  
DIRECTOR OF INFORMATION SYSTEMS FOR COMMAND, CONTROL,  
COMMUNICATIONS AND COMPUTERS  
DIRECTOR, ARMY CONTRACTING AGENCY  
CHIEF, ARMY NATIONAL GUARD  
CHIEF, ARMY RESERVE

COMMANDERS:

U.S. ARMY TRAINING AND DOCTRINE COMMAND  
U.S. ARMY MATERIEL COMMAND  
U.S. ARMY PACIFIC  
U.S. ARMY CORPS OF ENGINEERS  
U.S. ARMY SPACE AND MISSILE DEFENSE COMMAND  
EIGHTH U.S. ARMY  
THIRD U.S. ARMY  
U.S. ARMY, EUROPE  
U.S. ARMY SOLDIER AND BIOLOGICAL CHEMICAL COMMAND  
U.S. ARMY AVIATION AND MISSILE COMMAND  
U.S. ARMY COMMUNICATIONS-ELECTRONICS COMMAND  
U.S. ARMY FIELD SUPPORT COMMAND  
U.S. ARMY TEST AND EVALUATION COMMAND  
U.S. ARMY MEDICAL RESEARCH AND MATERIEL COMMAND  
U.S. ARMY MILITARY TRAFFIC MANAGEMENT COMMAND  
U.S. ARMY HUMAN RESOURCES COMMAND  
U.S. ARMY TANK-AUTOMOTIVE AND ARMAMENTS COMMAND  
U.S. ARMY ACQUISITION, LOGISTICS AND TECHNOLOGY ENTERPRISE  
SYSTEMS AND SERVICES

DIRECTORS:

U.S. ARMY COST AND ECONOMIC ANALYSIS CENTER  
U.S. ARMY TEST AND EVALUATION CENTER  
U.S. ARMY RESEARCH LABORATORY

DISTRIBUTION: (CONT)

PROGRAM EXECUTIVE OFFICERS:

AVIATION

GROUND COMBAT SYSTEMS

AIR, SPACE AND MISSILE DEFENSE

COMMAND, CONTROL, AND COMMUNICATIONS (TACTICAL)

COMBAT SUPPORT AND COMBAT SERVICE SUPPORT

SIMULATION, TRAINING AND INSTRUMENTATION

TACTICAL MISSILES

AMMUNITION

SOLDIER

INTELLIGENCE, ELECTRONIC WARFARE AND SENSORS

ENTERPRISE INFORMATION SYSTEMS

JOINT PROGRAM EXECUTIVE OFFICER, CHEMICAL AND BIOLOGICAL DEFENSE

PROGRAM MANAGER, CHEMICAL DEMILITARIZATION

PROGRAM MANAGER, JOINT SIMULATION SYSTEMS

PROGRAM MANAGER, JOINT TACTICAL RADIO SYSTEMS

PROGRAM MANAGER, FUTURE COMBAT SYSTEMS

FUNCTIONAL CHIEF REPRESENTATIVES